DOCUMENT CONTROL COVER

Code 405 – New Technologies for Re-Engineered Operations [NTRO]

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Responsible Office/Organization: IFM Program Office, HQ

Document Title: Resume Management and Position Description Management Configuration Control Board (CCB) Charter

CHANGE CONTROL REQUEST HISTORY

Revision	CCR	Comments
Baseline	CCMS # 405-17	Initial Document Release
Change 1	CCMS # 405-50	CCR Incorporated 8/9/01

Office of the Chief Financial Officer

Integrated Financial Management Program

Resume Management and Position Description Management Configuration Control Board (CCB) Charter

February 16, 2001

National Aeronautics and
Space Administration

NASA Headquarters
Washington, D.C.

Configuration Control Board Charter

Resume Management and Position Description Management Projects

February 16, 2001

Submitted By:

Bobby German	Date
Project Manager	

Configuration Control Board Approval:

Joan Peterson	Date
Configuration Control Board, Chair	

IFM Program Approval:

Michael B. Mann, IFM Program Director	Date

Resume Management and Position Description Management Projects
Configuration Control Board (CCB) Charter

1. PURPOSE
This charter establishes the purposes, functions, membership and responsibilities of the IFMP Human Resource (HR) Steering Committee CCB. The CCB is established to control system configuration and provide a forum for the exchange of information to advance effective management, control and system utilization. The primary purpose of this board is to ensure that proposed changes are properly defined, dispositioned, prioritized and implemented to assure system uniformity and configuration control.

2. APPLICABILITY/SCOPE
This charter applies to the IFMP Resume Management (RM) and Position Description Management (PDM) Projects.

3. FUNCTIONS
During acquisition and implementation of the modules, the HR Steering Committee will serve as the Configuration Control Board (CCB) for certain configuration controlled items, including the functional requirements and various documents (see list below). In this capacity, the Committee will review, approve, and establish baseline and will review and approve all changes to the baseline. After implementation, the functional owner may delegate the CCB role to the Agency Process Team, or other appropriate organization.

At a minimum, the following items will be placed under configuration management control by the HR Steering Committee:

❑ RM and PDM Project Scope Documents
❑ RM and PDM Project Business Cases
❑ RM and PDM Functional Requirements
  • Level II - *Functional Drivers* are major functional area achievements that would demonstrate a measurable improvement in the Agency Business Drivers.
  • Level III - *High Level Requirements* as defined in the Business Case and Scope Document that are incorporated into the Project Plan.
  • Level IV - *Acquisition Requirements* include a textual list of requirements and a business process model view of the requirements.
❑ RM and PDM Change Management Plans
❑ RM and PDM Training Materials

4. CONFIGURATION MANAGEMENT ROLES AND RESPONSIBILITITES
Primary roles and responsibilities are addressed in the table below:

Role	Responsibilities
Agency Process Team	❑ Develop standard Agency-level business processes and

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	develop requirements specific to each functional module ❏ Serve as subject matter experts in the functional areas to support the CCB in impact analysis ❏ Provide a detailed business case supporting any request for modification to the COTS software
Project Manager	❏ Lead the implementation of the RM and PDM modules ❏ Ensure that the Configuration Management process is followed ❏ Establish CCB charter ❏ Approve the functional and integration Level V requirements and provide concurrence on all technical requirements ❏ Recommend the functional and integration Level IV requirements to the Steering Committee for Approval ❏ Recommend scope changes and the appropriate solution to an identified gap between the NASA requirement and the COTS software ❏ Approve detailed configuration and implementation changes identified during implementation
Human Resources (HR) Project Steering Committee (CCB)	❏ Approve process redesigns and configuration decisions that affect the business processes ❏ Review requests for modifications to COTS product ❏ Communicate program commitment to all stakeholders ❏ Help ensure adequate staffing to support both pilot and Center implementations ❏ Help knock down barriers to facilitate process change ❏ Approve Agency vs. Center configuration options ❏ Provide advice, counsel, guidance, and decisions, as needed, to the Agency Process Team and the HR Systems Project Team ❏ Review and address recommended alternative approaches for handling cross-functional processes/policy issues and cross-Center issues ❏ Serve as the HR CCB during the project acquisition and implementation phases ❏ Approve the HR Functional Drivers ❏ Approve the Functional and Integration Level IV requirements ❏ Concur on Functional and Integration Level V requirements ❏ Provide concurrence on the resolution to any Cross Functional issues and detail configuration and implementation issues ❏ Approve any implementation decisions that involve a business process change, a third-party bolt-on, or an extension ❏ Consider and concur in any business cases for proposed modifications to the COTS software prior to forwarding to the Program Director and IFM Steering Council for disposition
Integration Project	❏ Provide impact assessments to all Change Requests (CRs) to baselined Configuration Items in order to identify cross-functional issues and facilitate resolution ❏ Forward Change Requests that are identified as potential

| | integration issues to the Program Level CCB for disposition |
| | ❏ Provide impact assessments for changes that potentially affect the Agency Information Technology (IT) architecture |

5. MEMBERSHIP

<u>Chairperson</u>
Director of Personnel, Joan Peterson, Code FP

<u>Directors of Human Resources</u>
- Ames Research Center
- Dryden Flight Research Center
- Glenn Research Center
- Goddard Space Flight Center
- Headquarters
- Headquarters, OIG
- Johnson Space Center
- Kennedy Space Center
- Langley Research Center
- Marshall Space Flight Center
- Stennis Space Center

CIO Representative
- GSFC CIO - Milt Halem

6. MEETINGS

a. The Board will convene monthly or as often as necessary, at the discretion of the Chair. At all regularly scheduled meetings the CCB will:
- Review the status of Emergency CRs
- Review special topics
- Review new CRs
- Assign CRs for action
- Assess impact analyses and proposed solutions for CRs
- Review the implementation status of approved CRs
- Route completed CRs for closure
- Review Configuration Management (CM) metrics

   A detailed agenda for each CCB meeting is provided in Appendix A.

b. Decisions will be finalized by a simple majority vote.

7. DURATION

This charter is in effect for 2 years from the effective date. It will be reviewed and renewed as appropriate.

Appendix A: CCB Meeting Agenda

The Chair (or designee) is responsible for preparing the meeting agenda. Five days prior to all scheduled CCB Meetings the Chair (or designee) will publish the agenda using the information provided in this appendix as a template. For each agenda topic, the Chair (or designee) will list the CRs that will be discussed at the meeting so that the CCB members may review them in advance. CRs, CM metrics, and administrative issues to be discussed at the meeting will be provided with the agenda.

1. Review the status of Open Emergency CRs
2. Special Topics (Special topics will include things such as briefs by an outside organization which are requested by the CCB or presentations scheduled to address the CCB on a particular issue.)
3. Review new CRs
   - Close/assign for impact analysis/assign for work
   - Verify appropriate priority
   - Assign due date
4. Review impact analysis on previously assigned CRs
   - Assign for further analysis/assign for work
   - Assign due date
5. Review solutions on previously assigned CRs
   - Assign for rework on solution/documentation update
   - Assign/schedule appropriate release
6. Review CRs pending closure
   - Ensure solution is verified satisfactory by monitoring organization
   - Ensure that appropriate documentation is updated
   - Route for closure
7. Review CM Metrics
8. Administrative Issues

Document Change History

Revision	Effective Date	Description of Changes
Baseline	3/29/01	Initial Release
Change 1	8/9/01	Added Document Control Cover, and Document Change History Record